

NAVAJO COUNTY AGENDA ITEM REQUEST FORM

Meeting Date: April 28, 2015	Time Needed: CONSENT
Requesting Department: BOS	Presenter(s) Name
Motion before the Board: Appoint Sheila Malone, Executive Secretary as an alternate Clerk of the Board to perform Clerk of the Board functions while the Clerk is away from the office.	
Recommendation: (who, what, where, when, how, etc.) Approval	
Background: (why should it be done, what will happen if not approved, etc. include resolution) Pursuant to Board Policies, the Clerk of the Board is the primary designee to accept service on behalf of the Board of Supervisors and/or Navajo County. <div style="margin-left: 20px;"> ❖ Lawsuits: Acceptance of Service <ul style="list-style-type: none"> The Clerk of the Board is appointed as the person to accept service on behalf of the Board of Supervisors and/or Navajo County. This does not preclude the entire Board of Supervisors being served, just that the Clerk will accept service on behalf of the County. This policy does not cover service upon a County official or employee who is sued individually. </div> Appointing Sheila Malone as an alternate Clerk of the Board to perform Clerk of the Board functions while the Clerk is away from the office, allows Mrs. Malone to accept service on behalf of the Board of Supervisors and/or Navajo County.	
Fiscal Impact: (what will it cost, where funds will come from, is it budgeted, etc.) N/A	
Reviewed and approved by:	<div style="display: flex; justify-content: space-around;"> <div>County Manager <input type="checkbox"/></div> <div>County Attorney <input type="checkbox"/></div> <div>Human Resources <input type="checkbox"/></div> <div>Finance <input type="checkbox"/></div> <div>IT <input type="checkbox"/></div> </div>
<div style="text-align: center;">Board Action Taken</div> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">Approved <input type="checkbox"/></div> <div style="text-align: center;">Denied <input type="checkbox"/></div> <div style="text-align: center;">No Action <input type="checkbox"/></div> <div style="text-align: center;">Continued <input type="checkbox"/></div> <div style="text-align: center; flex-grow: 1;">Continued to: _____</div> </div>	
Approved with changes as follows: _____	
Clerk's Notes	
Date:	Initial:

REMINDER: Email this coversheet and all backup documentation to **BOS.Clerk** by **Noon the Tuesday** before the BOS meeting.